

DEPARTMENT OF THE ARMY
Vacancy Announcement Number: SWGL04715590

Changes to the Job Announcement: N/A

Opening Date: March 09, 2004

Closing Date: March 23, 2004

Position: Administrative Support Assistant (OA), GS-0303-5
Salary: \$26,195 - \$34,052 Annual
Place of Work: US Army Engineer District, Memphis, Construction/Operations Division,
Construction Branch, Construction Support Section, Memphis, TN
Position Status: This is a Permanent position. -- Full Time
Number of Vacancy: 01

Click on links for more information

Who May Apply:

- All Federal employees serving on a career or career-conditional appointment.
- Reinstatement eligibles.
- NAF/AAFES Interchange Agreement eligibles.
- Veterans eligible under Veterans Employment Opportunities Act of 1998. (VEOA)
- Veterans eligible as 30% Disabled Veterans.
- Veterans' Recruitment Authority (VRA).
- Employment Program for People with Disabilities eligibles.
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.
- Family member employees eligible under Executive Order 12721.
- Defense Civilian Intelligence Personnel System (DCIPS) eligibles.

Qualifications:

• Specialized experience: To qualify applicants must possess 1 year specialized experience equivalent to the GS-4 level. Specialized experience is defined as experience with a full range of administrative functions including property, personnel, timekeeping, maintenance of leave records, payment of employees, travel, overtime, typing and motor vehicle use records. Experience in proper style and form of correspondence and reports, with proficiency in typing, creating and editing.

GENERAL INFORMATION: Faxed resumes and self-nominations or resumes and self-nominations mailed at government expense will not be accepted. This announcement may be used to fill like vacancies for six months after the closing date. BASIS OF RATING: Ratings will be based upon applicants qualifications and information indicated in the resume. Applicants within 30 days of meeting all requirements may be referred for consideration. The selected applicants resume will be

used to verify qualifications.

- Typing - Any Grade: Qualified typist is required (40wpm).
- GS-05: One year of experience directly related to the occupation and equivalent to the next lower grade level, or 4 years of higher education above high school, or a combination of experience and education.
- The experience described in your resume will be evaluated as related to the qualifications, knowledge, skills and abilities required for this job.
- Applicants who have held a General Schedule (GS) position within the last 52 weeks must meet the Time in Grade Restriction.

Other Information:

- Permanent Change of Station (PCS) expenses are not authorized.

Other Requirements:

- Personnel security investigation required.
- You will be required to provide proof of U.S. Citizenship.
- If selected, official college or university transcript must be submitted.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

How to Apply: (Click on How to Apply)

- Self-nomination must be submitted by the closing date.
- Resume must be on file in our centralized database.

If your resume is currently in our central database, you may click here to [Self Nominate](#)

Click here to use the [Army Resume Builder](#) to create your resume. Follow the instructions in this vacancy announcement to apply for the job.

Point of Contact: CPAC, Memphis, (901) 544-3103,

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